

# Claire CHBAT

## CONTACT

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## ABOUT ME

**Profile:** Dedicated and customer-focused professional with 10 years of experience in providing exceptional customer service and efficient administrative support in diverse industries

**Computer Skills:** Microsoft Excel, Microsoft Word, Microsoft PowerPoint, PMS (hotel software) and Web search

**Languages:** Fluency in English, Arabic (native language), French (mother tongue)

## PROFESSIONAL EXPERIENCE

### DictaLive

#### Client Manager

Jounieh, Lebanon  
2022 - Current

- Client Relationship building, Account management, Employees training
- Problem resolution and Assessment

### Le Mythe

#### Reception Desk - Private Membership Establishment

Naccache, Lebanon  
2018 – 2022

- Reservation handling and direct visitors assistance
- Collaboration with other departments

### Pediatrician Clinic

#### Medical Administrative Assistant

Ghazir, Lebanon  
2015 – 2018

- Appointment scheduling and phone handling
- Clerical tasks, Email and correspondence

### Elite Hotel 4\*

#### Front desk Receptionist

Raoucheh, Lebanon  
2012 – 2014

- Guest Check-In/Check-out, Room allocation
- Issue resolution and Reservation assistance

## EDUCATION

2011  
Beirut, Lebanon

**Saint-Joseph University (USJ)**  
Bachelor Degree in Business Administration and Management

2010  
Beirut, Lebanon

**Georgetown English Proficiency Test, level A**  
Proficiency score 252/300

2007  
Kfarhabab, Lebanon

**Ecole des Soeurs des Saints-Coeurs**  
Scientific Baccalaureate A-levels (specialized in Biology), passed with honors